



JOB OPPORTUNITY:

Part Time Library Adult Reference Assistant

Position Available
October 1, 2014

JOB TITLE: Adult Reference Assistant
DEPARTMENT: Library
PAY: \$14.72 per hour
HOURS: Part Time – 20 hours per week

The Smith Public Library is looking for an energetic and customer-service focused individual to join our team. The Reference Assistant provides customer service on a daily basis at a public service desk in a proactive and friendly manner. We are seeking an individual who has skill in communicating with library users regarding questions for information and reader's advisory and skill in assisting patrons with basic word processing, database searching, spreadsheet software, e-mail, social networking sites and other technology related questions.

The regular P/T position is a 20 hour position which also includes the following benefits: great working environment with fun and creative people, Texas Municipal Retirement System contribution and match, wellness program and membership to the Wylie Recreation Center. The work schedule includes daytime, evenings, and weekends.

To apply, you must possess a Bachelor's Degree in any area with a work history in customer service. Customer service experience in a library preferred.

TO BE CONSIDERED FOR THIS POSITION

Please submit the following: City of Wylie application; Resume; and a cover letter briefly stating your interest in this position.

Mail your correspondence to: City of Wylie Human Resources
300 Country Club Rd. Building 100
Wylie, Texas 75098

Email your correspondence to: jobs@wylietexas.gov

If you have questions or would like additional information, please call 972-516-6040.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required. This job description may change at any time, for any reason, deemed necessary by management.